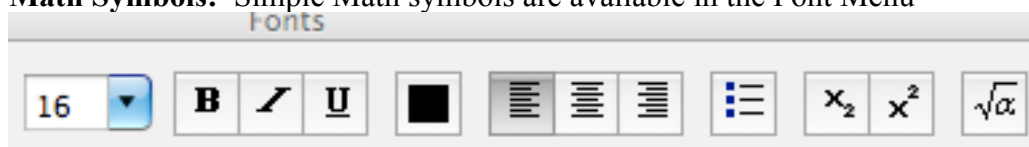
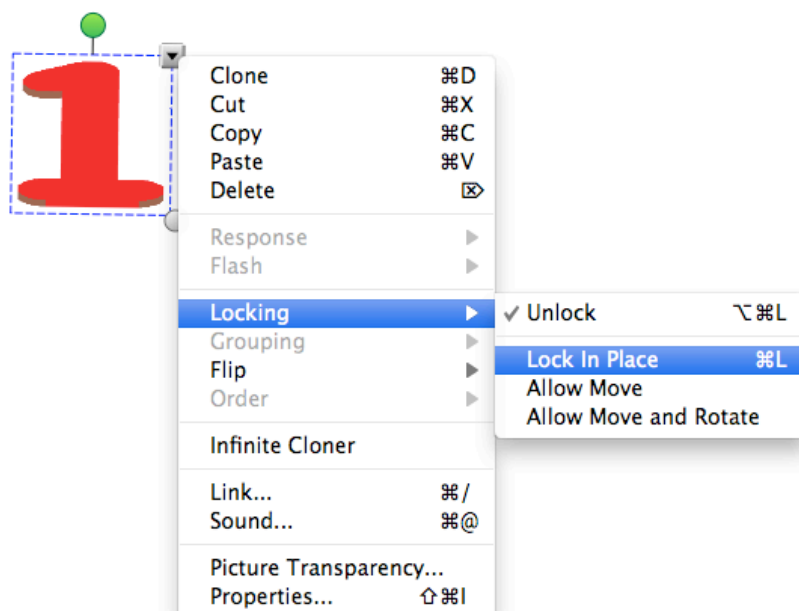


Tips & Tricks For Smart Boards



Items you will want to remember when using Smart Notebook:

- **Grouping:** Use the arrow pointer tool to click and drag around a “bunch” of objects and then group them. You can also “shift-click” multiple objects and group them that way.
- **Locking:** If you want to make sure that something stays in place—Lock it!
- **Cloning:** Use Clone when you want to make an exact duplicate of a page, object, etc.
- **Adding a Page to the Gallery**→Remember that you can spend time and create a great page that can be added to your gallery for use later. (pages can also be cloned)
- **Object**→**Properties** (remember that this is how you can change the color, line thickness, color, transparency, etc. of objects)
- **Objects can be moved from one page to another** by simply dragging them from one page to another.
- **Rotate:** Use the Green Dot at the top of an object to rotate the object
- **Infinite Cloner:** Make an object an infinite clone if you want to have unlimited copies of an object available to the user.
- **Ordering:** use order to create layers—this works great for “revealing” an answer
- **Add Links to Objects**—links to web sites, other pages, a file on the computer, etc.
- **Handwriting Recognition:** Drop down—Recognize (handwriting recognition must be turned on in your system preferences on most machines)
- **Shape recognition:** Drop Down—Recognize Shape
- **Math Symbols:** Simple Math symbols are available in the Font Menu



- **Line tool:** Holding down the shift key while pivoting a line will make it snap in place every 45 degrees.